



CHERITON PRIMARY SCHOOL PREMISES MANAGEMENT POLICY

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Related Policies	Health & Safety, Accessibility Plan, Accessibility Action Plan, School Emergency Response Plan
Approved by the Full Governing Body	
Reviewed by	NP
Last Review	March 2024
Date for review	March 2025

Statement of intent

Cheriton primary School has a duty to ensure that buildings under their control comply with the statutory and regulatory standards. The school needs to consider the building:

- Condition – focus on the physical state of the premises to ensure safe and continuous operations as well as other issues involving building regulations and other non-education centric statutory requirements.
- Suitability – focus on the quality of the premises to meet curriculum or management needs and other issues impacting on the role of the school in raising educational standards. The school premises are monitored by the head teacher and school staff, who liaise with the staff responsible for health and safety.

1. Legal framework

1.1. This policy will have consideration for and be in compliance with the following legislation:

- The Control of Asbestos Regulations 2012.
- The Education (School Premises) Regulations 2012.
- The Health and Safety at Work etc. Act 1974.
- Management of Health and Safety at Work Regulations 1999.
- Statutory Premises Management Documents.

Statutory framework for EYFS

Compliance with the Equality Act 2010

Compliance with the Construction (Design and Management) Regulations 2015 during construction projects

1.2. This policy will also have due regard to the following statutory and non-statutory guidance:

- First Aid in Schools – February 2014.
- Asbestos Management in Schools – November 2013.
- Health and Safety: advice for schools – February 2013.

Good estate management for schools – June 2023

2. Key responsibilities

2.1. The governing body, as the duty holder, will be primarily responsible for ensuring the proper maintenance and repair of the school premises.

2.2. The head teacher will be responsible for coordinating and supervising maintenance and repair work, including securing any external contractor where necessary.

4. Inspection and Testing

4.1 We maintain accurate records and details of all statutory tests which are undertaken at our premises. This includes relevant paperwork and certificates.

All requirements and recommendations highlighted in inspection reports and certificates are reviewed and acted on as necessary.

As part of the records of completed works, we include the dates when the works were undertaken and the details of the individual or company who completed them, along with their qualifications/certifications and/or experience.

The table below sets out the issues we inspect, the inspection frequency, and the person responsible for checking each issue and, where appropriate, engaging a suitably qualified person to carry out inspection, testing or maintenance. It covers statutory checks as well as recommended good practice checks from relevant guidance. It is based on the Department for Education's [guidance on good estate management for schools](#).

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Portable appliance testing (PAT)	Variable, according to risk and how the equipment is constructed. Regular visual inspections where PAT is not required. We will refer to HSE guidance on maintaining portable electric equipment for suggested intervals and types of testing/inspection.	Headteacher

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Fixed electrical installation tests (including lightning conductors)	Variable, according to the number and severity of faults found at last inspection. Inspection and testing always carried out by a competent person.	County
Emergency lighting	Monthly flash test. 6-monthly condition test (including 3-hour battery test) by a competent person.	Headteacher
Gas appliances and fittings	Routinely, in accordance with manufacturer recommendations (or other professional advice if unavailable). Annual safety checks (in line with good practice / required if the premises are used for residential accommodation). All work carried out by a Gas Safe Registered engineer.	County Assigned Contractor
Legionella checks on all water systems	Risk assessment of each site carried out and reviewed regularly by a competent person. The frequency of monitoring checks varies for evaporative cooling systems, hot and cold water systems and other risk systems – specific details can be found in guidance for each type from the HSE .	Head teacher
Asbestos	Regular inspections as part of the asbestos register and management plan. Reviews of the asbestos register annually. Refurbishment and demolition surveys before any refurbishment or demolition work.	Head teacher
Fire detection and alarm systems	Weekly alarm tests, with a different call point tested each week where applicable. Quarterly and annual inspections and tests by a competent person. Annual fire risk assessment by a competent person also includes the maintenance of fire detection and alarm systems.	Head teacher
Fire doors	Regular checks by a competent person.	Head teacher

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Firefighting equipment	Most equipment – extinguishers, fire blankets, hose reels, fixed systems (such as sprinkler systems) and fire service facilities (such as dry risers and access for emergency vehicles) – inspected annually (by a competent person where required) unless manufacturers' guidelines suggest differently.	County Assigned Contractor
Extraction systems	Regular removal and cleaning of grease filters and cleaning of ductwork for kitchen extraction systems. Local exhaust ventilation systems (such as those for working with hazardous substances) examined and tested at least every 14 months by a competent person. More routine checks also set out in system logbooks.	County Assigned Contractor
Chemical storage	Inventories are kept up-to-date. Risk assessments for the Control of Substances Hazardous to Health (COSHH) are reviewed on a regular basis, plus whenever it's considered that the original assessment may no longer be valid, or where the circumstances of the work change significantly and may affect employees' exposure to a hazardous substance (in line with HSE guidance on COSHH assessment).	Head teacher
Playground and gymnasium equipment	Regular inspections – at least annually, and more regularly where any equipment is used more frequently than normal (e.g. where community use increases how often equipment is used). Outdoor fixed play equipment – periodic and annual inspections by a competent person.	County Assigned Contractor

4. Asbestos

4.1. The governing body, in collaboration with the head teacher will ensure that it meets its duty to manage asbestos in the school premises.

4.2. The head teacher, will ensure that an asbestos survey is undertaken by a qualified contractor whenever necessary with the outcomes recorded in an asbestos register.

4.3. The head teacher, will put together an asbestos management plan to manage the risks to school staff and pupils regarding exposure to asbestos.

5. Water supply

5.1. The head teacher will ensure that the school's water supply meets regulatory requirements by carrying out the appropriate checks at appropriate intervals so that:

- The school has a clean supply of water for domestic purposes, including a supply of drinking water.
- Toilet facilities have an adequate supply of cold water and washbasins, sinks and showers have an adequate supply of hot and cold water.
- Temperatures do not exceed 43°C as stated in legislation.

6. Drainage

6.1. The head teacher will ensure that there is adequate drainage for hygienic purposes and for the disposal of waste water and surface water by carrying out regular visual checks and calling in external drainage specialists should problems arise in this area.

7. Security

7.1. The head teacher will ensure that the school has adequate security arrangements in place for the grounds and buildings by ensuring that each building is securely locked and alarmed each night; that each building has a secure entrance; and that the school's perimeters are sufficiently secure.

7.2. The school's security arrangements are based on a risk assessment, regularly reviewed by the head teacher and senior leadership team, explicitly taking into account the:

- Location of the school.
- Physical layout of the school.
- Movements needed around the site.
- Arrangements for receiving visitors.
- Staff/pupil training in security.

8. Lettings

8.1. The head teacher will ensure that school premises, used for a purpose other than conducting the school's main business, are organised to ensure that the health, safety and welfare of pupils are safeguarded and their education is not interrupted by other users.

9. Weather

9.1. The head teacher will ensure that the school buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by conducting regular visual checks. Any issues identified will be relayed to Hampshire Children's Services.

10. Evacuations

10.1. The head teacher will ensure there is sufficient access so that emergency evacuations can be accomplished safely for all pupils, including those with special educational needs and/or disabilities (SEND), by ensuring that all exits are kept clear and unobstructed, and by carrying out regular checks.

11. Accessibility

11.1. The head teacher will ensure that access to the site allows all pupils, including those with SEND, to enter and leave the site in safety by ensuring entrances are well maintained, unobstructed and wheelchair accessible.

12. Suitability

12.1. The head teacher will ensure, as much as is reasonably possible, that the school premises have not been condemned by the Environmental Health Authority through reference to appropriate documentation.

12.2. The head teacher will further ensure that, in terms of the design and structure of school buildings, no areas of the school compromise health or safety.

13. Welfare

13.1. The head teacher will ensure that there are sufficient washrooms for staff and pupils, including facilities for pupils with special educational needs (where possible under the Accessibility Plan).

13.2. The head teacher will further ensure that there are appropriate facilities in place for pupils who are ill.

14. Catering

14.1. The head teacher, in consultation with the catering manager, will ensure that where food is served, there are adequate facilities in place for its hygienic preparation, serving and consumption.

15. Cleaning

15.1. The head teacher will ensure that classrooms and other parts of the school are maintained in a tidy, clean and hygienic state by monitoring standards.

16. Mechanical services

16.1. The head teacher will ensure that the lighting, heating and ventilation in classrooms and other parts of the school are satisfactory in that:

- Each room or space in the school has lighting appropriate to its normal use.
- Each room or space in the school has a system of heating appropriate to its normal use.
- Adequate measures are taken to prevent condensation and noxious fumes in kitchens and other rooms.

16.2. This will be done through a programme of monitoring and systematic feedback from staff.

17. Maintenance

17.1. The headteacher will ensure that there is a satisfactory standard and adequate maintenance of decoration by implementing the school's planned maintenance programme.

17.2. Most of this work will take place during the school holiday periods, but smaller tasks may be completed during term time.

18. Furnishings

18.1. The head teacher, in consultation with the Senior Management team, will ensure that the furniture and fittings are appropriately designed for the age and needs (including any SEND or medical conditions) for all pupils registered at the school.

18.2. Consideration will be given to specific requests for furniture and fittings generated as a result of the annual departmental review of furniture and fittings conducted by the head teacher.

19. Grounds

19.1. The head teacher, and PE Leader will ensure that there are appropriate arrangements for providing outside space for pupils to play and exercise safely.

19.2. The condition of all playground areas will be monitored by the Senior Management team and deficiencies addressed.

20. Emergencies and Insurance

20.1. These are all detailed in the school emergency response plan